

September, 2013

Dear Parents,

Welcome back to school! We are excited to begin our fifth year of the Laptops for Learning Program in District 96. Recognized as an Apple Distinguished Program, our Laptops for Learning Program continues to enhance teaching and learning in exciting and innovative ways.

We are preparing to distribute student laptops soon and it is important that all families understand the responsibilities associated with the use of our district-issued devices. Please review the following documents with your child and become familiar with laptop use and care, expectations, and potential discipline consequences. After you have read the documents, please place a check in the boxes to indicate that you understand and agree to the terms outlined, and then sign below. If you have questions about anything contained in these documents, please do not hesitate to contact the District 96 Technology Department at [techsupport@district96.org](mailto:techsupport@district96.org).



**Distinguished Program**

Thank you,  
Elizabeth Whaley  
Laptops for Learning Program Manager

We have read, understand, and agree to the terms of the following documents:

- ☐ Parent & Student Laptop Responsibilities Agreement
- ☐ Parent & Student Care & Handling Agreement
- ☐ Student Internet Safety Agreement
- ☐ Laptop Bag & Charger Agreement
- ☐ Parent & Student Laptop Discipline Guidelines

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
School/ Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# PARENT & STUDENT LAPTOP RESPONSIBILITIES AGREEMENT

Riverside School District 96  
Laptops for Learning Program

In order for students to use the Laptop in class *and/or* to take it home, you must be willing to accept the following terms and responsibilities:

- I will use my Laptop only for **TEACHER-DIRECTED, SCHOOL WORK** while I am at school;
- I will keep the Laptop on my person or in a secure place at all times;
- I will choose a secure location to charge the Laptop at home and ensure a fully charged Laptop is returned to school every day;
- I will NOT change or attempt to change the configuration of software or hardware, nor will I remove any programs, media, documents, or web history from the Laptop;
- I will NOT download or attempt to install any programs, Apps, or files;
- I will report any problems or damage immediately to a classroom teacher or the Tech Department;
- I will NOT attempt to repair the Laptop and will not request repairs from anyone outside of School District 96;
- I will report any loss or theft of the Laptop to the school and proper authorities *within 24 hours*;
  - *Theft reports must be accompanied by a police report*
- I will ensure students are taking the device home immediately following the end of the school day and securing it until the next school day;

## Parents will:

- supervise child's use of the Laptop at home
- discuss appropriate use of the Internet at home
- assume responsibility for any family member's use of the Laptop

## Students will:

- bring the Laptop to school every day and keep it in the District-issued laptop bag when not being used or charged
- make the Laptop available for random inspection by a District 96 staff member upon request
- NOT use the Laptop for any illegal purpose and abide by copyright laws
- log in using his/her name and account that District 96 has provided
- NOT access other students' devices in any way
- only use the hardware, configurations, and installations provided by District 96
- use appropriate language in all communications

# **PARENT & STUDENT CARE & HANDLING AGREEMENT**

Riverside School District 96  
Laptops for Learning Program

**I promise to handle my Laptop with proper care.**

- I will keep all food and drinks away from my Laptop.
- I will not eat breakfast, snack, lunch, or dinner while using my Laptop.
- I will not pick at a laptop keyboard or a label.
- I will keep my Laptop away from all pets.
- I will keep my Laptop away from extreme temperatures.
- I will know where my Laptop is at all times.
- I will use my Laptop inside my home, school, or library. I will NOT use my Laptop outside.
- I will NOT bring my Laptop to the lunchroom, cafeteria, or gym. (Laptops may be kept in the locker rooms during gym.)
- I will use my Laptop while sitting in a chair, at a desk or table.
- I will close my Laptop before I walk away from it.
- I will always carry my Laptop in its case, messenger-style across my chest.
- I will carry my closed Laptop with 2 hands when it is out of its case.
- I will NOT place any books or folders on top of my Laptop.
- I will shut down my Laptop when transporting it between school and home.

# **STUDENT INTERNET SAFETY AGREEMENT**

Riverside School District 96  
Laptops for Learning Program

## **When on the Internet I promise to...**

- Report any suspicious activity to a trusted adult.
- Refrain from posting personal information about me or my friends online (No full name, address, phone number, school name or birthdate).
- Refrain from sending or posting personal photos without adult approval.
- Always be a good online citizen and not do anything that hurts other people or is against the law.
- Never, ever meet with anyone I've talked to online without my parent.
- Treat my passwords like my toothbrush, don't let anyone use it.
- Follow copyright laws (Use your own words, cite sources).
- Teach my parents how to access my school and classroom website.
- Think before I click.

# **LAPTOP BAG & CHARGER AGREEMENT**

Riverside School District 96  
Laptops for Learning Program

## **LAPTOP BAG**

If the Laptop Bag is misplaced, defaced or no longer able to serve its purpose, parents will pay a replacement fee of \$30.

Students agree to follow the Laptop Bag terms listed below:

- The Laptop Bag must be returned with the Laptop at the end of the school year.
- The Laptop Bag strap must remain on the Laptop Bag at all times.
- The Laptop Bag must be worn with the strap going across the front of the body ("messenger style").
- Students may not draw or write on the Laptop Bag; Students are not to affix stickers to the bag.
- Laptops must be carried in the student-issued Laptop Bag when the device is not in use, both at home and at school.

## **LAPTOP CHARGER**

Defective Laptop Chargers will be replaced at no cost by Riverside School District 96. However, Riverside School District 96 does not cover the cost of replacing Laptop Chargers that are damaged due to negligence or excessive wear and tear. If physical damage is done to the Laptop Charger and it is no longer functioning, parents will pay the replacement fee of \$49 for a replacement charger.

Checks for damaged chargers, and/or laptop bags  
should be made payable to: "Riverside School District 96."

Laptops will remain at school until fees are paid or other arrangements have been made.

# **PARENT & STUDENT LAPTOP DISCIPLINE GUIDELINES**

Riverside School District 96  
Laptops for Learning Program

## **POSSIBLE INFRACTIONS LEADING TO CONSEQUENCES:**

- Off Task/Non-teacher directed activity (including games)
- Irresponsible/Negligent Behavior
- Device not fully charged
- Keys missing on keyboard
- Device damaged due to negligence or irresponsibility (includes liquid damage)
- Deleting Internet history
- Downloading or sharing programs and/or apps
- Disrespect/Defiance
- Failure to provide device to teacher and/or administration for inspection
- Failure to report any incident and/or damage to device
- Taking device home when not allowed
- Inappropriate Use
- Using device outside
- Carrying device without district-issued laptop bag or not messenger-style across chest
- Identity theft (logging or “ghosting” into another person’s computer)
- Unsafe activity online
- Making contact with unknown people via chat, email, video or social media
- Cyber bullying (emails, chats, videos, etc.)
- Irresponsible/Negligent Behavior
- Device left unattended - in or outside of school
- Device lost or stolen
- Messenger bag lost, defaced, or no longer functional

## **POSSIBLE CONSEQUENCES for LAPTOP INFRACTIONS**

All consequences are subject to teacher and/or administrator discretion.

- Warning
- Parent Contact
- Detention
- Temporary Loss of Take-Home Privileges
- Permanent Loss of Take-Home Privileges
- Loss of ALL Laptop Privileges
- Suspension